

**Draft**

# ARCHITECTURAL BOARD OF REVIEW GUIDELINES

## PART 1

### ARCHITECTURAL DESIGN



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

February 17, 2003

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Pages 8 – 16 only

Generally all new text and so  
“track changes” is not showing.

Pages 1 – 7 do not have significant changes.

## SECTION 10 Administrative Approval Standards

Part 3: Meeting Procedures Section 2.4 discusses the various ABR review levels: Concept, Preliminary, In-Progress, Final, Review After Final and Consent Calendar. It also discusses in 2.4.G projects which are eligible for Administrative Review.

Projects eligible for Administrative Approval if Guidelines and General and applicable Specific Review Standards are met.

- Additions - specified small one-story in Hillside Design District
- Awnings
- Chimneys and Metal Flues
- Color Changes - Exterior
- Decks – Residential
- Doors – Residential
- Door Alterations – Commercial
- Driveways/Paving/Minor Sitework – Residential
- Fences
- Garages – Residential
- Landscape Improvements
- Lighting - Exterior
- Manufactured Homes – 1 story
- Mechanical Equipment – Rooftop Equipment
- Porches - Residential
- Roofs (and “Reroofs”)
- Sheds, Spas & Trash/Recycling Enclosures
- Sidewalk Seating for Commercial Outdoor Dining Areas
- Skylights
- Soil Remediation Systems – Temporary (1 – Year)
- Time Extension – First 1 Year Extension
- Trellises
- Walls – Residential Freestanding
- Windows

### 1. General Administrative Review Standards for Single Family Residences

**Design:** The architectural design of the addition, alteration or site change is compatible with the design of the house. One architectural style is required.

**Materials:** The exterior finish materials match those used for the house design or are in the same finish materials as the exterior of the home.

**Style:** Style is expressed through structural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the existing structure and

proposed work (if different) are stated on the project plans. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference A Field Guide to American Houses or similar reference materials to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style as described in A Field Guide to American Houses or similar reference materials. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.

**Additions:** Additions match the current architectural style of the building and are of the same materials, details and colors.

**Alterations:** Alterations shall match the current architectural style of the building or result in one architectural style. Major alterations that propose a unique architectural style for a neighborhood are not eligible for administrative review.

**Colors:** Additions match the existing colors of the building, house siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Simple color changes can be approved where original color changes are substituted with colors from an ABR-approved color palette. Bright or non-traditional color changes would require review and approval by the ABR.

**Scale:** The scale of all additions are compatible with the scale of the house, style of the building and neighborhood. The scale of a project is consistent with the prevailing development patterns of additions in the neighborhood. The review criteria utilized to determine correct scale shall be the degree of visibility of the proposals, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot will be referred to the ABR or HLC for review.

## 2. Administrative Review Project-Specific Standards

ADDITIONS: – Hillside Design District.

- There is clear compliance with all "General Administrative" review criteria, above and Single Family Design Guidelines &
- The project has a two-star green building program rating &
- No vegetative roof in resulting project &

- No second unit in resulting project &
- Resulting home is less than 17' tall &
- Addition is less than 50% of existing square footage in 1992 &
- Less than 500 sq.ft. is proposed to be added to the first floor &
- The addition is not highly visible from public viewing locations &
- There is no grading if the project site is greater than 20% slope &
- Less than 200 cubic yards of grading is proposed &
- The addition complies with retaining wall guidelines &
- The project is conditioned to have a "Notice of Approval" mailed to the 20 closest homes or to properties within a 100' radius, whichever is greater, including a project description and information regarding a 10-day appeal deadline.

#### ADDITIONS: – Infill Areas

- There is clear compliance with all "General Administrative" review criteria, above and Single Family Design Guidelines &
- The project has a two-star green building program rating &
- No vegetative roof in resulting project &
- No second unit in resulting project &
- Resulting home is less than 25' tall &
- Addition is less than 50% of existing square footage in 1992 &
- Less than 500 sq.ft. is proposed to be added to the second floor &
- Less than 750 sq.ft. total is proposed to be added to the structure, including first and second floors &
- The project is less than 85% of the maximum FAR &
- The project is conditioned to have a "Notice of Approval" mailed to the 20 closest homes or to properties within a 100' radius, whichever is greater, including a project description and information regarding a 10-day appeal deadline.

**AWNINGS:** Small canvas awnings over window or door openings are compatible with the style and the colors of the existing house. Bright or non-traditional color changes require review and approval by the ABR.

**CHIMNEYS AND METAL FLUES:** All of the following standards must be met.

- a. Chimneys are either masonry or consistent with the style of the house.
- b. Metal flues are painted to match the roof color.
- c. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

**COLOR CHANGES - EXTERIOR:** Color changes may be changed by Administrative Staff approval if original colors are substituted with colors from an ABR approved color palette.

**DECKS - RESIDENTIAL:** Decks over 200 square feet or decks elevated above the first floor level are not eligible for administrative approvals. Decks under 200 square feet are eligible for administrative approval if the following standards are met.

- a. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
- b. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
- c. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.
- d. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

**DOORS - RESIDENTIAL:** All of the following standards must be met for Administrative approval.

- a. The type of proposed doors and color of frames are compatible with the architectural style of the residence and appear compatible with existing doors.
- b. If doors of additions are the same size and material as existing nearby doors, the proposed doors must match the existing nearby doors in appearance.
- c. Scale and height of doors are appropriate to the neighborhood.

**DOOR ALTERATIONS - COMMERCIAL:** Minor door alterations, for example, to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA) are covered by this provision. Installation of guard/hand rails shall be referred to the Consent Calendar. The modification of doors and sidelights within the existing rough openings shall be designed to comply with the following requirements for Administrative approvals:

- Door and sidelight sash material match the existing material and is either wood or steel
- Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing
- In door pairs, both doors shall have the same width
- In doors with sidelights, both sidelights shall have the same width

- Doors and sidelights shall be placed symmetrically within architectural elements
- Door hardware must be appropriate to the architectural style of the building
- Any changes in paving material match the existing material

**DRIVEWAYS/PAVING/MINOR SITEWORK - RESIDENTIAL:** Extensions, modifications, and additions to driveways will be considered if:

- a. Grading total is less than 50 cubic yards.
- b. There is no drainage impact on adjoining lots.
- c. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
- d. Any new driveway paving materials are compatible with the house and neighborhood.
- e. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures
- f. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

**FENCES:** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences reviewed by Staff are:

- a. 8 feet or less in height
- b. Lot Line Fences: Fence height, length and use of materials shall be compatible with the neighborhood.
- c. Wood fences constructed of smooth cedar, redwood, high-quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

**GARAGES – RESIDENTIAL:** Garages placed at the same distance or closer to the street than the main house are not eligible for Administrative Review. Garages reviewed by Staff must be located further from the street than the main residence (i.e. “behind the house”).

**LANDSCAPE IMPROVEMENTS:** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape guidelines in the Architectural Board of Review Guidelines: Part II Landscape Design and may be approved Administratively if there is a clear consistency with the guidelines.

**LIGHTING - EXTERIOR:** Both of the following standards must be met for Administrative approval.

- a. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.
- b. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.

**MANUFACTURED HOMES, ONE STORY:** New one-story or additions to existing one-story manufactured homes outside of the Hillside Design District may be approved administratively if the following standards are met.

- a. Roof overhangs shall be 16" to 36" unless the proposed home style is modern or adobe with a parapet roof.
- b. Siding material shall be compatible with existing common siding materials in the neighborhood and of similar quality as the common siding materials in the neighborhood.
- c. Roof material shall be quality shingles or tiles in accordance with the roof material guidelines in this document.

**MECHANICAL EQUIPMENT - GENERAL:** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows to be eligible for Administrative approval:

- a. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, are indicated on project plans to be maintained.
- b. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
- c. All pool and spa equipment are located as far away from adjoining properties as reasonably practical in consideration of neighbors and be consistent with the Noise Ordinance.

**MECHANICAL EQUIPMENT - ROOFTOP EQUIPMENT:** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite and other rooftop equipment reviewed by Staff must comply with the following standards.

- a. Equipment is screened.
- b. The screening proposal presents an integrated appearance with the overall building.
- c. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment are painted the same color as the roof or adjacent background, as specified by Staff.

**PORCHES - RESIDENTIAL:** If all of the following standards are met, residential porches may be administratively approved.

- a. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade,



- whichever is higher and has no exposed understory.
- b. The type and color of proposed porch materials are compatible with the architectural style of the structure.
  - c. The porch railing and supports are designed so that the front door is easily visible from the street.
  - d. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
  - e. The porch is modest in scale and the porch roof is not higher than 12 feet.
  - f. The proposed porch roofing matches the roofing material of the structure.

**ROOFS:** ~~Non-clay~~ Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:

- a. The type and color of roofing material is compatible with the architectural style of the structure.
- b. Roofs of additions or accessory buildings match the roof of the structure.

**SHEDS, SPAS & TRASH/RECYCLING ENCLOSURES:** All of the following standards must be met:

- a. The spa, shed or enclosure area is 150 square feet or less.
- b. Accessory structures are located in consideration of neighbors and appropriately screened.
- c. Materials match site fencing or main structure materials and colors.
- d. Any mechanical equipment associated with the structure meets the mechanical equipment administrative approval criteria above.

**SIDEWALK SEATING FOR COMMERCIAL OUTDOOR DINING AREAS:** In general accord with the ABR Guidelines, the placement, style, color and types of outdoor dining furniture and barriers shall be consistent with and shall complement the design and appearance of the building. The placement, style, color and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations, adopted by the ABR and the City Council. Construction features shall be as approved by the City Engineer.

**SKYLIGHTS:** Equipment is located and screened per all of the following standards for Administrative Staff approval eligibility:

- a. There are no more than five skylights proposed for a building.
- b. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
- c. Skylights are located such that they are not visible from the front of the building or a street.

- d. Skylights follow one of the following standards:
  - 1. Proposed skylights are flat and made of non reflective materials or
  - 2. Will not be visible from off-site locations or
  - 3. Are screened by the building form, landscaping, or a parapet

SOIL REMEDIATION SYSTEMS – TEMPORARY (1-YEAR). Eligible for Administrative approval if screened with 6-foot high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.

TIME EXTENSION – FIRST 1 YEAR EXTENSION only. Successive extensions go to ABR Consent Calendar.

TRELLISES: Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for Administrative approval if:

- a. The trellis covers less than 250 square feet and is less than 12 feet tall.
- b. Constructed of smooth cedar, redwood, high quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
- c. Lot line trellises are compatible with the neighborhood as far as height, length and use of materials.

WALLS – RESIDENTIAL (FREESTANDING ONLY, NOT RETAINING). Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:

- a. Less than 4 feet tall
- b. Less than 50 cubic yards of grading outside the main building footprint for the wall project
- c. Similar in character with other walls visible in the neighborhood from public viewing locations
- d. Hillside Design District Walls: shall follow all Single Family Design Guidelines regarding blending with the natural surrounding
- e. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.

WINDOWS: The proposed use of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property are not eligible for administrative approvals. Both of the following standards must be met for Administrative Staff approval.

- a. The type of windows and color of frames are compatible with the architectural style of the house.
- b. Windows of additions match the windows of the house.

# ARCHITECTURAL BOARD OF REVIEW GUIDELINES

## PART 2

### LANDSCAPE DESIGN



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Draft Update

February 23, 2006

November 4, 2003

Pages 2-6 and 13-14 only.

Other pages do not have significant changes.

## SECTION 1 Landscape and Irrigation Plan Applicability

### 1.1. Landscape Plans

#### A. Applicability.

1. **Commercial, Industrial, Institutional, or Multi-Family Projects** on vacant lots require a landscape plan.
2. **Single-Family Home Projects.** ABR may require a landscape plan for new primary or secondary unit single-family home projects.
3. **Single Family Home Property Projects with Terracing Components.** Landscape plans are required where terracing projects occur in the hillside area. The plans are required to ensure fire hazard landscaping issues are addressed and to stabilize and beautify graded areas.
- ~~3.4.~~ **Planning Commission Projects.** A Landscape Plan is required for some types of projects subject to Planning Commission review.
- ~~4.5.~~ **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites may require landscape plans when:
  - ~~4.6.~~ existing landscaped areas are proposed for removal or alteration, and/or
  - ~~4.7.~~ new landscaping improvements are proposed.
- ~~5.7.~~ **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information submittal at the ABR's discretion.
- ~~6.8.~~ **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:
  - when a proposed improvement involves a historic, archaeological, or environmental resource hazard, and/or
  - to lessen potential project impacts to public scenic views

B. **Exemptions.** Minor projects, small parking area landscaping or landscaping which is not visible to the public may be exempt from the above requirements as determined by the ABR. In these instances, proposed landscaping may be shown on the site plan rather than on a separate landscape plan.

C. **Plan Contents.** Landscape plans must be submitted prior to the ABR Preliminary Review hearing. Landscape plans shall indicate:

1. Location, size, and species and common name of existing and proposed trees, shrubs, and plants and turf.
2. Any trees proposed for removal indicated with an "X"
3. Total Landscaped area in square feet
4. Location of any proposed paved surfaces

5. Site and lot landscape and hardscape area percentages.
6. Existing and proposed landscaping for street parkway strips fronting the subject property
7. Irrigation plans, except when the ABR waives this requirement. An irrigation plan must include the City Water Conservation compliance statement at final approval. Refer to Landscape Design Standards for Water Conservation § 22.080.020 for further irrigation plan requirements.
8. For projects in the High Fire Hazard Area, additional submittal requirements apply, see Appendix C, for example:
  - Indication of which existing and proposed vegetation is native and indication of existing native vegetation to be retained.
  - Include the method used to remove vegetation (ex. mechanical or hand cutting).
  - Delineate landscape zones around structures following plant placement suggestions per Appendix C (0-30 ft., 30-50 ft., 50-70 ft. and 70-100 ft.)

Final Landscape Plans may also be required to include additional planting, specifications, and erosion control measures.

## 1.2 Licensing Requirement

- A. **General.** Pursuant to State Law, the preparation of landscape and/or irrigation plans for all commercial, industrial, institutional and multi-family projects must be executed and stamped by a licensed landscape architect.
  - B. **Plans Prepared by Unlicensed Persons.** Unlicensed persons may prepare landscape plans for minor work involving single residential units, or projects solely consisting of landscaping for 5,000 square feet or less. (Please refer to current State Landscape Architects Practice Act, §5641)
- However, the ABR may require a licensed landscape architect to prepare plans for these projects in the following circumstances:
1. Unlicensed person landscape or irrigation plan submittals are determined inadequate; or otherwise do not meet minimum review standards.
  2. The proposed project involves extensive grading, revegetation or improvements with unique or sensitive habitats or environments.

## SECTION 2 General Guidelines

Landscaping is considered an integral part of a project's design. Landscaping can enhance the City's natural beauty. Landscaping can compliment new development as well as provide neighborhood cohesiveness. Landscaping embellishes and enhances new construction. Landscape plans should reflect consideration of overall site aesthetics. However, avoid using landscaping to correct problems of design, privacy or bulk. The architecture of a building should be of sufficient aesthetic quality to stand alone regardless of potential landscape changes over time. Landscaping improvements should:

- compliment architecture,
- provide outdoor privacy areas,
- provide screening for undesirable views, and
- provide usable and functional open space.

The following general guidelines apply to all types of landscaping proposals.

## 2.1 Site Layout and Massing

Landscape massing refers to plant material that creates an appearance of substantial vegetation. The landscape plan should balance plant material and hardscape site elements such as walkways and walls.

- Lot Landscape Coverage.** Landscape massing shall provide for a generous overall percentage of plant landscaping in relation to the site and lot hardscape. Paved areas should be minimized and planting areas maximized.
- Neighbor Screening.** Screening plants, such as hedges, should be considered to create privacy between neighbors. Hedges shall comply with SBMC 28.87.170.
- Neighborhood Compatibility.** Landscaping visible from the street should be compatible with the surrounding neighborhood in plant type and scale. Site elements such as walls, steps, fences, etc. should be compatible with neighborhood elements in scale, color and materials.
- Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.

## 2.2 Plant Selection

Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to various elements described below.

- Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.
- Growth.** Consider appropriate plant selection and location to:
  1. reduce the potential for normal plant material growth to significantly block an adjacent property's primary scenic view or sunlight (solar access), and/or
  2. allow normal plant material growth to achieve privacy screening and to produce a desired aesthetic result.
  3. Ensure vegetation scale consistent with public view preservation called for in the Coastal Plan and General plan (e.g. Land Use Element City Scenic Routes).
- Adaptability.** Plant selection shall be based on adaptability to climatic, geologic, and topographical site conditions.
- Native and Mediterranean Plants.** Use native plants whenever possible. Where non-native species are used, emphasize plants from other Mediterranean climate regions.



- E. **Invasive Plants.** Avoid invasive plant use, especially in, or adjacent to environmentally sensitive habitat areas. Carefully select plants to avoid species that might migrate from the landscape and become “weeds”. (Refer to the attached list of invasive plants published by the California Exotic Pest Plant Council.)
- F. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 5.3 High Fire Hazard Area Landscape Design and Appendix C for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix C.
- G. **Plant Spacing.** Space plants correctly, allowing for plant maturation without crowding or root damage. Plants with similar cultivation and watering requirements should be grouped together.

### 2.3 Sustainability Principles

Guidelines throughout this document support sustainable principles. Landscape plant selection should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see Special Area Guidelines Section 5 where additional sustainability concepts are located.

- A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible. ~~**Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged. (See Section 4 Tree and Vegetation Preservation-6).~~
- B. **Natural Features and Graded Areas.** Avoid unnecessary grading and removal of soil. Protect existing natural features and re-vegetate graded areas as soon as possible.
- C. **Climate Buffering.** Use landscaping to control sun and wind: e.g. use of deciduous trees and/or vines on the south sides of buildings to provide passive heat in the winter and cooling in the summer.
- D. **Erosion-Prone Areas.** Consistent with the Seismic Safety Element, species that add weight to a hillside (such as iceplant) shall be avoided on steep hillsides or adjacent to bluff top areas susceptible to erosion. Deep-rooted species that assist in stabilizing slopes and control erosion are encouraged.
- ED. **Water Efficiency.** Water efficient landscaping is mandatory per City Resolution 89-077. Landscaping and irrigation shall be planned with consideration for water conservation through use of drought-tolerant species, low water irrigation systems and other methods listed in City Resolution 89-077, including modifying soils to minimize watering and using drip irrigation where possible.
- FE. **Irrigated Landscapes.** Species that require significant watering (such as turf) shall be avoided on steep hillsides or narrow pathways, which are difficult to irrigate.
- GF. **Natural Drainage.** Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales and other techniques.



An example of sustainable Infill landscaping on Calle Fresno Street.



An example of sustainable Infill landscaping on Olive Street.

- G. **Permeability and Percolation.** Use urban runoff/pollution control Best Management Practices to increase the permeability of sites and on-site percolation of runoff. For example, design projects to collect runoff on-site and maximize hardscape area permeability with brick or pavers on sand.
- H. **Drainage Flow.** Use natural watercourses, earth swales, v-ditches, drywells and water dissipation devices to enhance drainage flow on and through the site.
- I. **On-Site Water Retention.** Use methods to retain water on the site to recharge groundwater, and to use for future watering (e.g. cisterns).
- K. **Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged. (See Section 4.6).

## 2.4 Street and Driveway Design

Street and driveway designs should utilize the following design concepts.

- A. **Grading, Exposed Excavations and Retaining Walls.** Design streets or driveways to limit grading quantities, steep, exposed excavations and avoid the use of retaining walls where possible.
- B. **Street and Driveway Widths.** Limit street and driveway widths to reduce paving quantity and encourage slower vehicle speeds, while providing adequate access. Consider the use of ribbon driveways, pavers and other materials that decrease the amount of pavement and increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.
- C. **Garage Orientation.** Where possible, orient driveways and garages to be street-friendly, so that garage or carport openings are not facing directly onto streets.
- D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic.
- E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the ABR or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.
- F. **Street Tile:** Refer to City of Santa Barbara Paver Surfaces and Transitions Guidelines. The guidelines have been developed by the City under the auspices of the Access Advisory Committee to Staff, the Architectural Board of Review, and the Landmarks Commission. The guidelines are intended to facilitate the design review process, in consideration of City discretionary standards and in conjunction with the California Title 24 Accessibility requirements.

## 2.5 Parking Lots

Parking lot designs for commercial, industrial, institutional, or multi-family residential developments are required to provide attractive and durable screening for adjoining areas

## SECTION 5 Special Areas

### 5.1 Hillside Residential Landscape Design

Landscaping in hillside areas should be sensitive to the community's view of the new development as well as the view from the subject property. Plantings should soften the appearance of new home, major addition, and retaining wall project components. The following guidelines are specific to hillside areas of the City.

- A. **Appearance.** Landscaping should visually diminish the mass of structures as viewed from the community. Plantings should be selected from a palette of California native plants or Mediterranean plants that blend into the hillside and frame views. Plantings should not distract from the natural hillside profile. For example, palm tree installation would be discouraged, especially along ridgelines. Also, brightly colored flowers such as begonias planted to cover large areas of fences and walls would be discouraged because they contrast with the surrounding hillside when viewed from a distance.
- B. **Natural Surroundings.** Oak woodlands, steep slopes, bluffs, creeks, watersheds, or other native habitats should be evaluated by a biologist, arborist, or landscape architect to determine appropriate landscape plant selection and maintenance to minimize negative effects on natural areas.
- C. **Grading.** Grading should be minimized.
- D. **Slope Failure.** In the event of slope failure, a soils engineer, geologist or landscape architect may be required to recommend appropriate mitigation for plantings and/or irrigation installation as well as erosion control measures.
- E. **Erosion Control Measures.** Erosion control measures should also be included on hillside landscape plans. Also, refer to the Seismic Safety Element Landslides Hazard Reduction recommendations section.

### 5.2 Creeks, Water Courses and Wetlands

Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with Sustainability Guidelines 2.3.C through E.

- A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.
- B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.
- C. **Expert Use.** Consult a licensed landscape architect and/or biologist to provide recommendations and/or specifications to plant, protect or revegetate a site. In many cases, a biologist will be required to participate in the development of restoration and/or revegetation plans.
- D. **Immediately Adjacent Landscaping.** Only native, non-invasive vegetation shall be planted immediately adjacent to creeks, watercourses and wetlands. Also, see

Conservation Element and Local Coastal Plan direction regarding development on bluffs.

- E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

### 5.3 High Fire Hazard Area Landscape Design

- A. **Vegetation Modification Zone.** Provide or create a vegetation modification zone around structures consistent with Fire Department High Fire Hazard Area Landscape Guidelines. The guidelines specify drought tolerant and fire-resistant plants to reduce wildfire risks. Please consult with the Fire Department's Wildland Interface Specialist.
- B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation use is encouraged for major cut and fill slope landscaping where development occurs on hillsides.

## **APPENDIX C**

### **Landscape Design Standards for Water Conservation**

Conservation Element and Local Coastal Plan direction regarding development on bluffs.

- E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

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- A. **Vegetation Modification Zone.** Provide or create a vegetation modification zone around structures consistent with Fire Department High Fire Hazard Area Landscape Guidelines. The guidelines specify drought tolerant and fire-resistant plants to reduce wildfire risks. Please consult with the Fire Department's Wildland Interface Specialist.
- B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation use is encouraged for major cut and fill slope landscaping where development occurs on hillsides.

## LANDSCAPE DESIGN STANDARDS FOR WATER CONSERVATION

Adopted June 27, 1989

### I. Introduction

It is the policy of the City of Santa Barbara to promote the efficient use of water. These standards are intended to promote such efficiency while allowing the maximum possible flexibility in designing attractive and cost effective landscapes. The standards were adopted by the Council of the City of Santa Barbara on June 27, 1989 as Resolution No. 89-077. The effective date of the standards is July 27, 1989.

### II. Definitions

A. Landscaped Area: All areas that are proposed to be planted or to be covered with permeable material as a part of a development proposal.

B. Drought Tolerant Plants: Those plants that are likely, after becoming established, to remain healthy in the proposed location on irrigation limited to twelve inches of water per square foot per year.

C. Design Review Board: The Architectural Board of Review or Landmarks Committee or any joint meeting of these two boards.

### III. Applicability

Compliance with these standards is mandatory for all landscaping proposed as a part of projects that are subject to review by the Architectural Board of Review or Landmarks Committee. (SBMC Section 22.80.020)

### IV. Exceptions

Exceptions to these standards may be granted only by the design review board having jurisdiction and only after making a finding that the exception will promote equivalent or greater water conservation. Requests for exceptions shall be in writing and shall be submitted to the City at the time of making application for review by the design review board.

### V. Compliance Requirements

A. All lawns shall utilize turf species listed as low water use varieties on the most recent list of low water use species published by the University of California Cooperative Extension.

B. Turf shall not be used on slopes of 20% or greater.

C. Except where additional lawn area is specifically determined by the design review board to be intended for passive or active recreational use, the following restrictions shall apply:

1. Commercial projects shall be designed without the use of turf.

2. In projects other than commercial projects, including residential and institutional type projects, no more than 20% of the



landscaped area shall be planted in lawn and/or non-drought tolerant plants.

D. All planted areas, except those with lawns, groundcover, or other low lying shrubs, shall include mulch material to an average thickness of at least two inches throughout, except in the immediate vicinity of plant stems.

E. Irrigation systems shall be designed such that there are separate valves serving each of the following areas:

1. Lawn areas;
2. Areas planted with non-drought tolerant plants; and
3. Areas planted with drought tolerant plants.

F. Irrigation systems shall be designed to prevent overspray and run-off. Areas of sprinkler coverage shall be shown on the irrigation plan.

G. A written list of irrigation stations, and the precipitation rates of those stations in inches per hour, shall be included on the irrigation plan.

H. Drip, trickle, or other low volume irrigation shall be provided on at least 25% of the landscaped area.

#### VI. Recommended Additional Measures

The following components are recommended for inclusion at the option of the designer, except when in conflict with other code requirements:

A. Provide tensiometers in conjunction with automatic irrigation controllers, where appropriate, installed in accordance with manufacturers' recommendations.

B. Where appropriate as an alternative to automatic irrigation control, use metering valves designed to apply a specified amount of water.

C. Where feasible, provide permeable paving instead of asphalt or concrete on patios, walkways, and parking areas.

D. Avoid use of turf and spray-type irrigation systems in areas that have a relatively high perimeter-to-area ratio, such as parkways, medians, and narrow beds.

E. In cases where structural or horticultural requirements do not conflict, provide infiltration trench, drywell, cistern, or other means to prevent rainwater and pavement run-off from leaving the site.

F. Provide soils amendments as appropriate to improve moisture holding properties of the soil.

G. Provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.

#### VII. Submittals

A. Applicants subject to mandatory compliance shall provide all relevant information on the landscape plans, including common and botanical names for plant and turf species, calculations of allowable areas of lawn area and non-drought tolerant plants, required areas of drip/trickle irrigation, and specific

requests for any exception to the requirements of these standards. Requests for exception must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made.

B. A landscape architect, licensed under the laws of the State of California, shall state on the plans that the landscape design complies with the mandatory elements of these standards.

EXCEPTION: On projects that are limited to one single family residence and on projects consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to state that the plans are in compliance with these standards.

A City-approved format shall be used for all statements of compliance.

#### VIII. Determination of Conforming Installation

A landscape architect, licensed under the laws of the State of California and listed with the Building Official as an eligible special inspector, shall inspect the completed installation prior to final building permit approval and shall determine in writing that the installation substantially conforms to the approved plans.

EXCEPTION: On projects that are limited to one single family residence and on projects consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to perform such inspection and conformance determination.

A City-approved format shall be used for all conformance determinations.

#### IX. Compliance Verification

Verification of compliance with these standards, as applicable, shall be by the Community Development Department and the design review board in accordance with the following requirements:

A. No development application shall be scheduled for final review by the design review board unless the plans contain all required information and a statement of compliance in accordance with Section VII above.

B. The design review board shall be authorized to interpret, but not to waive, the requirements of these standards. Any appeal of a decision of the design review board regarding these standards shall be by the process established for appeal of other decisions of the board.

C. No building permit shall be issued unless the statement of compliance required by Section VII above has been included on the final landscape plans submitted for plan check.

D. No building permit shall be given final approval prior to receipt by the Building Official of a written determination of conformance as required by Section VIII above.

# **APPENDIX D**

## **High Fire Hazard Area Landscape Guidelines**



City of Santa Barbara  
Fire Prevention Bureau

**High Fire Hazard Area Landscape Guidelines**  
*Ordinance #5257*

The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department "Minimum Brush Clearance Standards," per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See "Minimum Brush Clearance Standards" handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

Incorporation of the High Fire Hazard Area Landscape Guidelines into the review process will assist the City in complying with existing regulations for vegetation modification, balance the aesthetic beauty of our area, protect our resources, and reduce the risk associated with wildfire and habitat resources.

***Guidelines***

Landscape plans submitted for review shall include the following:

- A vegetation plan that details existing native vegetation with species name and locations.
- Include on the vegetation plan which plants will be removed or retained.
- Include the method used to remove vegetation (for example: mechanical or hand cutting).
- Landscape plans should include new plantings with species name and specific location of plantings to scale.
- Recommendations for plant placement should be followed as outlined in Table 1.
- Landscape plans must delineate landscape zones around all structures for a distance of 100 feet as follows:

Zone 1 - (0-30 feet from structure)

Zone 2 - (30 to 50 feet from structure)

Zone 3 - (50 to 70 feet from the structure)

Zone 4 - (70 to 100 feet or greater from the structure)

All landscape plant species must be fire resistant (See enclosed Desirable Qualities for Fire Resistant Landscape Plants, Table 2). Certain plant species are considered to be undesirable in the High Fire Hazard area landscape. The enclosed list of Undesirable Plant Species (Table 3) should not be planted within 100 feet of any structure, unless listed otherwise.

Slopes over 20% are at increased risk from wildfire, therefore the Fire Department recommends additional vegetation modification for a total distance of 150-200 feet from any structure.

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.

**Table 1: Recommendations for Plant Placement**

ZONE 1 0 – 30 feet	This area is closest to a structure. It provides the best protection against the high radiant heat that result during a wildfire. Plants should be low growing, irrigated plants. Focus should be on ground covers not more than 12 inches in height or succulents. Use non-flammable materials for paths, patios, and mulch. Trees should not be planted closer than 15 feet from a structure.
ZONE 2 30 – 50 feet	Maintain a reasonably open character in this area. Plant low growing ground covers and succulents resistant to fire. Shrubs up to 3 feet can be planted but should have at least 18 feet spacing between other shrubs or other trees. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Do not plant shrubs underneath canopy of trees. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 3 50 – 70 feet	This area should have native and Mediterranean plantings that require irrigation and should not be higher than 4 to 6 feet. Shrubs should be spaced at least 18 feet away from each other. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 4 70 – 100 feet or greater	This zone is furthest from the structure. Plantings once established need no irrigation. There is no limit to height. Shrubs planted in this area should have 18 feet spacing or be planted in clusters with at least 18 feet spacing. Trees can be planted in groups or with individual spacing at least 30 feet from other trees.
SLOPES > 20%	If additional vegetation modification is required on slopes over 20% vegetation should be reduced through thinning of existing plants, pruning, removal of dead material, and removal of fire ladders (Fire ladders exist if a fire's flames can spread from the ground into shrubs and trees up to a house).

**TABLE 2 - Desirable Qualities for Fire Resistant Landscape Plants**

Plant qualities that are desirable for fire resistant plants are:

- Ability to store water in leaves or stems.
- Produces limited dead and fine material.
- Extensive root systems for controlling erosion.
- Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
- Ability to withstand drought.
- Plants that are low growing in form.
- Ability to withstand severe pruning.
- Low levels of volatile oils or resins.
- Ability to resprout after a fire.

**Table 3: Undesirable Plant List**

Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

Plants with these characteristics should not be planted in High Fire Hazard areas. They are referred to as target species since their partial or complete removal is a critical part of hazard reduction. The following is a list of plants that should be avoided within the landscape zones defined in Table 1.

### ***Undesirable Plant Species***

Natives	Domestics
<i>Adenostoma fasciculatum</i> – Chamise	<i>Acacia</i> species
<i>Adenostoma sparsifolium</i> – Red Shank	<i>Casuarina</i> species - Beefwood
<i>Artemisia californica</i> – California Sagebrush	<i>Cortadera</i> species – Pampas Grass
<i>Baccharis</i> species (low growing form OK)	<i>Cupressus</i> species – Cypress
<i>Eriogonum fasciculatum</i> – Common Buckwheat	<i>Eucalyptus</i> species – Eucalyptus
<i>Olneya tesota</i> - Iron wood	<i>Juniperous</i> species – Juniper (except species which grow less than 1 foot)
	<i>Melaleuca</i> species
	<i>Pennisetum</i> - Fountain Grass
	<i>Pinus</i> species – Pine
	<i>Schinus molle</i> – California pepper tree (within 50 feet of structure)

Other plants may be considered undesirable because of their ability to naturalize and become a pest. These types of plants should be avoided, especially in sensitive riparian or coastal areas where they could become established and compete with native vegetation.

On steep slopes care should be taken to avoid erosion problems created or enhanced by vegetation removal. Deep rooted ground covers and landscape plants should be utilized to hold soil in place. Avoid shallow rooted ground covers. For example, iceplant while an effective ground cover on flat surfaces would be undesirable on a steep slope because its shallow rooted nature may increase erosion when the root zone becomes saturated during heavy rains, exposing bare soil. In areas where target species compromise the total vegetation, partial removal is recommended to obtain Fire Department “Minimum Brush Clearance Requirements.”



Zone 1 plants generally should not be taller than 12 inches, however, in this example, the taller plants are mixed in with a lower growing ground cover and the taller plants provide a good accent.



Zone 2 example.



Zone 3 going into Zone 4: In this example, the plant spacing needs to be a little greater.



Zone 4 example:  
In this example shrubs and trees are appropriately spaced, but lower branches need to be limbed.





# ARCHITECTURAL BOARD OF REVIEW

## PART 3

### MEETING PROCEDURES



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

November 4, 2003

## ABR Goals

The ABR is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to protect the historic and architectural qualities of Santa Barbara;
- B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
- C. to insure development and building is consistent with the policies of the General Plan and Zoning Ordinance;
- D. to promote high standards in architectural design and the construction of aesthetically pleasing structures;
- E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
- F. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
- | G.A. to encourage the construction of convenient and attractive commercial facilities and residences;
- H. to promote neighborhood compatibility;
- I. to encourage the preservation of pre-1925 and Hispanic styles of architecture;
- J. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture; and
- | K.A. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal.

# MEETING PROCEDURES

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## **SECTION 1           Background, Purpose, and Interpretation**

### **1.1    Background**

The Architectural Board of Review (ABR) was established by ordinance on July 16, 1925, and met for seven months before being dissolved. It was re-established by ordinance in 1947. In 1949, the ABR was designated a Charter Committee by popular vote. Currently, the ABR consists of nine members, two of whom must be licensed architects, one a landscape architect, and three other professionals in related fields such as design or engineering. A quorum consists of four members, one of whom is an architect.

### **1.2    Objective**

The ABR is charged with the responsibility for "the protection and preservation as nearly as is practicable of the natural charm and beauty of the area in which the City is located and the historical style, qualities and characteristics of the buildings, structures and architectural features associated with and established by its long, illustrious and distinguished past". Santa Barbara has, for many years, enjoyed a widespread reputation for its distinctive buildings and the generally pleasing inter-relationship of these buildings with plantings, parks, beaches and the harbor, against a background of gently rounded foothills and mountains. The beauty and charm of this picture has enhanced the basic attraction of its year-round mild and equable climate.

Santa Barbara's distinctive architecture is a regional style with a Mediterranean influence. It reflects the City's historic past and compliments its setting in the natural environment. The successful adaptation of these architectural forms, with ingenious variations to meet modern needs, using simple materials, generous landscaping, human scale and soft colors, has resulted in the achievement of an architectural harmony that distinguishes Santa Barbara from other cities. It is essential to a rational and continued improvement of our community that property owners, architects and builders recognize these facts and use initiative and their best judgment and talents toward development of buildings of character that harmonize with their surroundings and are suitable for the proposed site.

The general purpose of the ABR Meeting Procedures is to guide applicants to better understand the ABR's meeting and review process and Staff's role in ABR agenda preparation. Applicants should also consult the ABR Guidelines, which are divided into two parts. Part 1 contains the Architectural Design Guidelines. Landscape Design Guidelines are under a separate cover of the ABR Guidelines as (Part 2).

The ABR Architectural Design and Landscape Design Guidelines (Parts 1 & 2) have been developed to insure that high standards of design are maintained in development and construction in the City of Santa Barbara. The ABR Design Guidelines are also intended to assist the public in understanding stated goals and adopted ABR policies. In addition to the Meeting Procedures and ABR Design Guidelines contained in this document, there are Supplemental Design Guidelines found in a series of separate documents.

### **1.3 Interpretation and Application**

- A. These Guidelines are designed to provide direction to the ABR members and to the public as a whole; they are not intended to be binding in nature. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the Municipal Code and in the event of a conflict between the requirements of State law or the Municipal Code and these guidelines, State law or the Municipal Code shall be controlling. Although failure to meet the Guidelines can form a basis for denial of a project, non-compliance with these Guidelines shall not be grounds to invalidate any action taken by the ABR, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.
- B. All questions regarding the proper interpretation and application of these Guidelines shall be resolved by the ABR or, upon appeal, the City Council.

## **SECTION 2            General Information and Procedures**

### **2.1    General Information**

#### **A.    Meeting Dates and Location**

The Full Board ABR meetings occur every Monday beginning at 3:00 P.M. in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The ABR meetings are televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item scheduled for no later than 7:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 2.5, page 12.

If a holiday falls on Monday, meetings will be held on the following Tuesday or at the discretion of the Board. The Consent Calendar review occurs at 1:00 P.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the usual manner.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Division at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

#### **B.    Applications and Filing**

Community Development Department/Planning Counter 630 Garden Street, Santa Barbara, California. Business hours are 8:30 A.M. to 12:00 P.M.; 1:00 P.M. to 4:30 P.M., Monday thru Friday.

Application deadlines, Monday at 4:30 p.m. for the next available agenda based on a first-come-first-serve basis. Applications will be date and time stamped to assist Staff to determine project priority. Projects subject to a ten-day mailed notice period shall submit at least two weeks prior to the hearing date. If a holiday falls on a Monday, the application deadline for the next meeting will be the Friday preceding the holiday. Applications deemed incomplete by Staff shall not be placed on an agenda.

Applicants are encouraged to submit prior to deadlines. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

#### **C.    Application Completeness**

Due to the high volume of projects that require ABR review, it is important for



applicants to submit complete applications. (Please refer to the handout available at the Planning Counter entitled Design Review Submittal Packet, which describes the elements of a complete application.) Failure to submit a complete application may result in Planning Staff's inability to accept the application at the counter or the inability to place a project item on the next available agenda. The ABR may deem an application incomplete if the application submittal lacks sufficient photographs or does not provide required information.

**D. Notice and Posting**

Both the regular agenda and consent calendar are posted for public review on the bulletin board at City Hall, and in the Planning Counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department's website a minimum of 72 hours prior to each meeting:  
[http://www.ci.santa-barbara.ca.us/departments/community\\_development](http://www.ci.santa-barbara.ca.us/departments/community_development).

**E. Fees**

Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fee based on the current fee resolution adopted by the City Council. Staff at the Planning Counter can provide the information.

**F. Staff**

Community Development Department  
Planning Division  
630 Garden Street  
Phone: (805) 564-5470 Fax: (805) 897-1904  
Website:  
[www.ci.santa-barbara.ca.us/departments/community\\_development](http://www.ci.santa-barbara.ca.us/departments/community_development)

e-mail: First Initial Last Name @ ci.santa-barbara.ca.us

## **2.2 Agenda Organization**

Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, the agenda times are subject to change in that an item may be heard either earlier or later than noted in the approximate schedule due to continuances or postponements of agenda items. It is recommended that people arrive at least 15 minutes before the approximate time for their item of interest.

**A. General Business**

- 1) Public Comment
- 2) Approval of minutes
- 3) Consent Calendar
- 4) Announcements, requests by applicants for continuances and withdrawals, and future agenda items
- 5) Reports from sub-committees

- 6) ABR violations
- 7) Discussion items
- B. **Appeals**
- C. **Concept Review (continued items first, followed by new items)**
- D. **Preliminary Review (continued items first, followed by new items)**
- E. **In-Progress Working Drawing Review**
- F. **Final Review (continued items first, followed by new items)**
- G. **Review After Final**

## **2.3 PROJECT PRESENTATION / PLAN SUBSTITUTION**

### **A. Plan Presentation**

All levels of review with the exception of the Consent Calendar require the presentation of the project by the applicant or the applicant's representative. Items on the agenda not so represented shall be continued indefinitely. The applicant or representative will be responsible for rescheduling the project.

### **B. Plan Substitution**

1. Plans originally submitted and filed with an ABR application are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. The policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below.
2. Plans may be substituted at meetings only with the understanding that changes may require further Staff review for zoning compliance. Plan substitutions may be approved if the plan is substantially identical. Applicants may always submit additional information, architectural details, notes or additional plan sheets. Applicants who do not demonstrate to Staff that new substitute plans are substantially consistent with prior plans submitted may not be allowed to receive project approval at meetings.

### **C. Mailed Notices & Public Hearings**

1. Certain types of development projects require a mailed notice be sent to property owners within a 100-foot radius of the project site 10 days prior to the scheduled meeting date. The purpose of this mailed notice is to provide an early opportunity for adjacent neighbors to comment on development proposals that may negatively impact their property. A public hearing on the project is held and the ABR considers public comment. (Please see SBMC Chapter 22.86 for the types of applications that require a mailed

noticed hearing).

2. Speakers who wish to comment on the project may be asked to limit their speaking time to no more than two minutes. The ABR may adjust the length of time each person speaks based on the number of people who wish to speak. In addition, no more than one public comment hearing is required to be held at the ABR on any particular development project unless the project has changed substantially from the original application. At subsequent hearings, the ABR Chair shall determine if additional public comment on changes or revisions to a project since the prior public hearing is necessary or appropriate. In order to manage meeting length, Staff shall limit the total number of noticed public hearings scheduled per ABR meeting to no more than four.

3. The ABR recommends that interested neighbors work together either to organize their comments or to select one person to represent the neighborhood and speak on the group's behalf. The following examples of public comment types are appropriate:

- aesthetic issues
- design issues
- neighborhood compatibility

Although not encouraged, comments regarding compliance with the "Good Neighbor Policies" are acceptable.

Comments on topics that may not be within the ABR's purview, such as the following, are discouraged:

- site land use or zone designation
- project density
- project affordability

4. The ABR shall consider public comments directly related to aesthetic issues involving neighborhood compatibility, architecture and landscaping issues. The Board may also consider neighborhood input regarding Neighborhood Preservation Ordinance compliance findings, such as grading, tree removal and/or mass, bulk, and scale of the development. (Please see handout on Design Review Public Comment, available at the Planning & Zoning Counter, or on the City's website). These general guidelines are in place to manage meeting duration each week.

## 2.4 Review Levels

See the ABR Checklist available at the Planning counter or the City's website for specific submittal requirements for each level of review.

### A. Hillside Design District Vacant Lot Pre-Application Review.

1. A Pre-Application concept review is required for new single family homes proposed on vacant lots in the Hillside Design District. The pre-application review is necessary to properly evaluate whether site constraints may impact the location and siting of proposed new structures.
2. The ABR will review a Site Constraints Analysis submitted by the applicant. A Site Constraints Analysis plans include: complete topographic information identifying slope ranges, significant vegetation features, view corridors, ridgelines, soil constraints etc. Building drawings will not be accepted at this review level.
3. The Site Constraints Analysis will help the applicant, ABR and Staff identify advantages and disadvantages of alternative building sites on a lot. Decision-makers may direct the development proposal to be on the most appropriate portion of the lot and gain an idea of the appropriate sizing of the development. This review can save applicants time and cost by preventing potential required redesigns if there are flaws with chosen building sites.
4. Applications subject to this level of review are also required to submit complete engineering details prior to obtaining Final ABR approvals.

### AB. Concept Review

1. Informal review process during which no formal action is taken. Applicants are encouraged to come in with sketches and/or very conceptual drawings. Comments are made that give the applicant general directions for future review but are not binding on future discussion of the item.

The ABR or Staff may limit a project to two (2) concept reviews prior to Planning Commission review. The ABR may request a site visit or story poles to be placed at the site prior to making comments or taking action on the application.

2. The ABR may give a preliminary approval if sufficient information has been given, environmental assessment has been completed, the agenda and all public noticing for the hearing indicates a Preliminary approval action may result and no other discretionary review is required.
3. Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and neighborhood.
4. Concept review is required prior to any other City reviews (such as

environmental review, Planning Commission, etc), and before any formal action is taken by the ABR.

5. A concept review may not be appealed.

#### **BC. Preliminary Review**

1. Preliminary Review is a formal review of an application prior to preparation of working drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.
2. Preliminary approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial changes will result in the project beginning at the concept level again.
3. All significant elements of any facet of the architectural appearance, landscaping and site/building orientation must be found consistent with the Guidelines in order to receive approval at this level of review.
4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to Preliminary Approval.
5. For purposes of Government Code Section 65950, a preliminary approval shall be considered to be "approval" of the project by the ABR and concludes the discretionary phase of project review. It shall constitute the substantive ABR design approval of the project which is appealable; however, final approval is still required prior to building permits.
6. At least four members shall vote in order to grant preliminary approval.

#### **CD. In-Progress Review**

Applicants are encouraged to participate in In-Progress Review, which occurs after Preliminary Approval. If the ABR has expressed concern about a specific item (e.g. details, colors, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the Preliminary Approval.

#### **DE. Final Review**

1. Final Review is a formal review of completed working drawings, prior to submittal for a building permit.
2. The final plans will be approved if they are in substantial conformance with the plans given preliminary approval. If the applicant proposes substantial changes to the plans, a new preliminary approval may be required. All Planning Commission Conditions of Approval shall be included on the plans.
3. At least four members shall vote in order to grant Final Approval.

4. All details, color samples, door hardware and exterior lighting fixtures shall be included for review.
5. A Final Review approval may be obtained subject to conditions that allow minor details to return on the Consent Calendar.

#### **EF. Review After Final**

Review after Final occurs when there is a proposed change to a project after final approval of the project has been granted. Plans submitted should include all information on drawings, which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for review after final. Any changes to a project for which “review after final” approval is requested shall be subject to a substantial conformance determination for conformance with the Preliminary Approval.

#### **FG. Consent Calendar**

The Consent Calendar is a device meant to expedite the review of minor projects. One ABR member who is assisted by Staff reviews the Calendar. Applicants are advised to attend but are not required to attend or make a presentation of the project. A recommendation regarding each item on the Calendar is made to the full ABR for action. Such recommendation is not final until acted upon by the ABR. The ABR may take an item off Consent to be considered by the Full ABR. The ABR may also direct some projects or portions of projects to the Consent Calendar for review. In addition, Staff has been delegated the discretion to place the following items on the Consent Calendar when appropriate:

1. Minor door and window changes in existing facades if changes match the existing building.
2. Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.
3. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
4. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
5. Minor exterior or site changes.
6. Single-family and one-story two-family residential projects that meet most, but not all of the criteria for exemption from ABR review.
7. Time extensions beyond the first time extension for minor projects.

#### **GH. Minor Alterations Eligible for Administrative Staff Approval**

The following list of minor design alterations may be approved as a ministerial action by the Community Development Director or appointed representative without review by the ABR. The Community Development Director or appointed representative shall have the authority and discretion to refer any minor design alteration to the ABR if the alteration has the potential to have an adverse effect on the architectural integrity of the building, structure or surrounding property. Designated City Landmarks and Structures of Merit are not eligible for administrative approvals.

1. Rooftop Equipment, Skylights and Satellite Dishes: Where it can be clearly demonstrated that the proposed equipment or skylights are not visible from adjacent properties or public ways, and are screened by existing parapets, building forms or other equipment. The satellite dishes and equipment may be required to be painted the same color as the roof or adjacent background. Transmitting antenna are not eligible for administrative approvals.
2. Door Changes: To enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA). The modification of doors and sidelights within the existing rough openings shall be designed to comply with all of the following requirements:
  - Door and sidelight sash material shall match the existing and be either wood or steel
  - Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing
  - In door pairs, both doors shall have the same width
  - In doors with sidelights, both sidelights shall have the same width
  - Doors and sidelights shall be placed symmetrically within architectural elements
  - Door hardware must be appropriate to the architectural style of the building
  - Changes in paving material shall match the existing material
  - Installation of guard/hand rails shall be referred to the Consent Calendar
3. Simple Color Changes: where original colors are substituted with colors from an ABR approved color palette.
4. First, 1-Year Time Extension: successive extensions would still go to Consent Calendar.
5. Temporary (1-Year) Soil Remediation Systems: that are screened with six

foot high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.

6. Outdoor dining areas for sidewalk seating: In general accord with the ABR Guidelines, the placement, style, color and types of outdoor dining furniture and barriers shall be consistent with and shall complement the design and appearance of the building. The placement, style, color and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations, adopted by the ABR and the City Council. Construction features shall be as approved by the City Engineer.
7. Small, ground mounted equipment, electrical or gas metering equipment, water heater enclosures
8. Residential Re-roofs
9. Minor residential window or door alterations or additions
10. Fencing six feet in height or less and accessory sheds less than 150 square feet
11. Small canvas awnings
12. Small wood decks
13. Minor outdoor lighting alterations
14. Minor concrete, paving or miscellaneous work

#### **HI. Construction Without Permit ("As-Built")**

The ABR shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

1. As-built work shall comply with all adopted design guidelines or be made to comply.
2. As-built work constructed or completed without benefit of review by the ABR review may be subject to denial if the work is deemed unacceptable.
3. Materials used and construction quality shall be evaluated by the ABR when determining if the as-built work is acceptable as constructed.

## **2.5 Procedure for Continuances, Postponements, Referrals, and Absences**



**A. Continuances**

A continuance is the carrying forward of an item under discussion to a future meeting. Presentation and discussion took place on the date on which the continuance occurred. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, (ii) by action of the ABR if a continuance is found to be necessary to receive reports from other agencies or departments which pertain to the project, or (iii) by the ABR if the applicant does not object.

The applicant may also request continuance of a project to a specified date if he or she needs additional time to respond to comments or will be unable to attend the meeting. This is done either during the ABR meeting or by calling the ABR Staff-person.

**B. Postponements**

A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact ABR Staff prior to the meeting date and state the reason(s) justifying the postponement. If an application has been postponed more than twice, the ABR may deny the application "without prejudice" to a future application. Without prejudice means the ABR will have no reservations or pre-formed opinions in reviewing a resubmitted project.

1. If an applicant fails to attend the Full ABR meeting without having contacted Staff, the item will be postponed indefinitely, or continued indefinitely if some discussion took place. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration.
2. Applicants that cancel or postpone their scheduled ABR agenda item without adequate notification by the Friday prior to the meeting date, will be continued indefinitely. Cancellations received after 4:30 p.m. Friday will result in the item not being placed on the next scheduled agenda unless the applicant demonstrates to Staff that the cancellation or postponement was unavoidable and there is space available. A postponement for an item placed on an ABR agenda may cause the item to be postponed indefinitely until such time the applicant pays a rescheduling fee.
3. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants that arrive late for their scheduled agenda item may be postponed indefinitely unless the ABR agrees to hear the item and if time permits.
4. ABR Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The ABR Staff-person may also consult with the ABR Chair to assist in scheduling discussion items and to determine appropriate time

allocations for projects when long agendas are planned.

**C. Consent Calendar Referrals to Full Board**

Items that are referred from the Consent Calendar to the Full ABR by the Consent Calendar reviewer will be heard at the beginning of the Full ABR meeting if time permits. The ABR may choose to have the item scheduled at the Full ABR on the following week. If the Full ABR pulls an item from the ABR Consent Calendar and makes a motion to refer it to the Full ABR, no additional conditions or requirements can be placed on that item unless the applicant is notified or has been given the opportunity to be present for the discussion. Staff will notify the applicant when an item is referred to the Full ABR and ABR could not approve the Consent Calendar item as presented. Items referred from the Consent Calendar to the Full ABR shall be rescheduled on the next available agenda.

**D. Absences at Consent Calendar**

Although not recommended, applicants may choose to be absent for the Consent Calendar item presentation. Staff may present these items, only at the applicant's request. If an applicant does not attend the Consent Review, project approval may not result or be delayed.

## **2.6 Decisions**

- A. City Charter.** In reviewing all proposed plans, the ABR is required by Section 814 of the City Charter to "consider and be guided by the protection and preservation as nearly as is practicable of the natural charm and beauty of the area in which the City is located and the historical style, qualities and characteristics of the buildings, structures and architectural features associated with and established by its long, illustrious and distinguished past."
- B. Findings to Approve Non-Residential, Multi-Family, and Two Story Duplex Projects.** In order to approve a project, the ABR shall make a finding that the project is consistent with all applicable laws and guidelines.
- C. Findings to Deny Non-Residential, Multi-Family, and Two Story Duplex Projects.** In order to deny a project, the ABR shall make findings relating to the project's inconsistency with the goals and policies of the ABR as set forth in these guidelines.
- D. Findings to Approve Single-Family and One-Story Duplex Projects.** In order to approve a single-family and one-story two-family projects, the ABR shall make the findings outlined in Section 22.68.060 and included in the Single Family Residence Design Guidelines.
- E. Findings to Deny Single-Family and One-Story Duplex Projects.** For single-family and one-story two-family projects, the ABR shall find that one or more of the findings outlined in Section 22.68.060 and included in the Single Family Residence Design Guidelines cannot be made.

- F. **Special Findings for Wireless Antennae.** The ABR must take action to minimize adverse visual impacts associated with wireless antennae and equipment installation. The ABR shall consider neighborhood compatibility, appropriate screening, site location, antenna color and size in order to find no adverse visual impacts will result.

## 2.7 Action, Appeals, and Expiration of Approval

- A. **Time Limits on Approvals.** Conceptual comments are valid for six months. ABR preliminary approval is valid for one year from the date of the approval unless a time extension or final approval has been granted. Final approval is also valid for one year from the date of final action unless a time extension has been granted or a Building Permit has been issued.
- B. **Time Extensions.** The ABR may extend the time periods specified in this Section for one (1) year upon a request of the applicant filed prior to expiration of the approval. The time periods specified for final approval shall not include any period of time during which (i) a moratorium on the issuance of building permits, imposed after the final approval, is in effect; or (ii) a lawsuit involving the preliminary or final approval is or was pending in a court of competent jurisdiction.
- C. **Appeal of ABR Decision.** Any action or decision of the ABR may be appealed to the City Council. An appeal is limited to the scope of action. The standards of review at each level of review are explained in Section 2.4. If a project is approved by the ABR, the Preliminary Approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the Final Approval decision may be appealed only on the basis that it is inconsistent with the Preliminary Approval. If a project was granted an approval without a Preliminary Approval decision, the Final Approval decision is the substantive decision that may be appealed.

The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee. No information shall be presented to City Council at an appeal hearing that was not presented to the ABR, except insofar as the City Council consents to the presentation of such information.

- D.A. **Re-Filing Denied Project.** When an application is denied by the ABR, the same application cannot be refiled with the ABR for one year, unless the application is substantially changed from the original. Those changes must mitigate the reason for denial. An application may also be denied "without prejudice" by the ABR, which may allow an applicant to re-file a different application without waiting one year.

## 2.8 Plan Check and Building Permit

- A. **Preliminary Zoning Plan Check.** All development applications are reviewed prior to ABR agenda placement for zoning compliance. The project applicant is

responsible for verifying compliance with all applicable codes and regulations.

- B. **Building Plan Check.** Following Final ABR Approval, applicants may submit plans to the Building and Safety Division for plan check. ABR Staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff may decide the revised plans require further ABR review. When the plans have completed the plan check process and all corrections have been made, ABR Staff will stamp the plans and sign the zoning clearance/design review approval stamp in order to allow issuance of a building permit.
- C. **Building Permit.** Building permits are required to be issued for most ABR approvals in order to verify and inspect compliance with ABR approvals. Changes to a project during construction may necessitate Review After Final approval by the ABR or Staff.

## **SECTION 3            Jurisdiction**

### **3.1    ABR Jurisdiction**

The ABR shall review and take action to approve, conditionally approve, or deny all applications for:

- A.    **Building Permits: Nonresidential, Multiple Family, Two or More Story Two-Family, Two or More Detached Dwellings and Mixed Use.** All applications for building permits to alter the exterior of or erect a non-residential, multiple family, two or more story two-family or mixed use (residential and non-residential) building or structure or which will result in two or more detached dwellings on one lot, shall be referred to the ABR for review. Questions about review of certain types of projects have arisen periodically. The two following types of projects are specifically included in those projects subject to ABR review:
  - 1.    Exterior courts and courtyards which are not permanently covered are also subject to review if a building permit is required for the work; or
  - 2.    The project results in an exterior color change to any commercial building, or to a multiple family project that is being reviewed by the ABR for other changes (such as condominium conversion). If you are in doubt about whether your project requires ABR approval, please consult with ABR Staff.
- B.    **Building Permits: One Family and One-Story, Two-Family Residential.** (Neighborhood Preservation Ordinance. See also the Single Family Residence Design Guidelines.) Applications for building permits, together with any plans, elevations, site plans and other materials required by the City, to erect or alter the exterior of a one-family or one-story two-family residential building or structure, shall be referred to the ABR for review if:
  - 1.    Any portion of the lot or lots is in either the Hillside Design District or the Mission Area Design District; or
  - 2.    All new and all additions to existing single and one-story two-family dwellings, garages, and accessory structures on the lot will result in a combined floor area in excess of four thousand (4,000) square feet or a floor area to lot area ratio of thirty-five percent (35%) or greater; or
  - 3.    All additions, demolition and replacement, remodel or reconstruction projects which will result in an increase in the combined floor area of all structures on the site of more than fifty percent (50%) above the combined floor area of all structures constructed pursuant to valid building permits, existing on the site as of July 1, 1992. (SBMC 22.68.040.B)

Additional exceptions to ABR review for single-family and one-story two-family projects are found in Section 22.68.045 of the ABR ordinance.

- C. **Grading Permits** involving grading (cutting or filling) on a lot or lots located in a Special Design District shall be referred to the ABR for review. (SBMC 22.68.040.C)
- D. **Subdivision Grading Plans** for the installation of public utilities or improvements involving grading (cutting or filling) on a lot or lots located in a Special Design District shall be referred to the ABR for review. (SBMC 22.68.040.D).
- E. **City-Owned Land.** All buildings or structures erected upon any City owned land (or land leased to the City). (SBMC 22.68.130).
- F. **Signs.** The review of signs in the City is under the authority of the Sign Committee. Appeals of Sign Committee decisions are reviewed by the Historic Landmarks Commission if within El Pueblo Viejo or other landmark districts and by the ABR if within the remainder of the City (SBMC 22.70.050.I).
- G. **Other Applications.** Applications referred to the ABR for architectural, site plan, design and/or professional review.
- H. **Parking Lots.** Applications for construction or alterations to a parking lot associated with a commercial or residential project, which are under ABR's jurisdiction.
- I. **Wireless Communication Antennae & Facilities.** Applications for wireless communication facilities must be reviewed to minimize design and installation visual impacts.
- J. **Historic Resources.** Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City's Potential Historic Resources List may be referred to the Historic Landmarks Commission for design review recommendations.

## SECTION 4 Meeting Conduct

### 4.1 General Procedures

- A. **Robert's Rules of Order.** The ABR has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these Guidelines or as may be determined appropriate by the Chair of the ABR. However, the general meeting procedures tend to be less formal.
- B. **Discussions Outside of Regularly Notices Meetings.** It shall be a general policy of the ABR that private discussions between applicants and ABR members, or groups of ABR members, do not reflect the consensus of the entire ABR, nor shall it be construed as an interpretation of the ABR's policies. ABR members are encouraged to inform the ABR of such ex-parte discussions at regularly scheduled meetings. Such meetings should not be initiated or encouraged by ABR members.
- C. **Quorum** Four members, one of whom shall be an architect, constitute a quorum. No preliminary or final approval shall be given unless at least four members, including an architect, vote on the motion.
- D. **Abstention on Continued Items.** A member shall not vote or comment on a continued project if the member was not present during consideration of the project at the most recent meeting at which the project was considered unless the member has reviewed the plans and read the minutes of the relevant portions of that meeting. Any member may make comments at the request of the applicant.
  - 1. An applicant's request that a member abstain from voting or commenting at a meeting, and a member's expression of intent to abstain, shall be made prior to the start of the applicant's presentation at that meeting.
  - 2. This policy on abstention shall not apply to concept review.
  - 3. If members abstain under this policy so that fewer than four members are eligible to vote on a project, the applicant can (i) withdraw all of the requests for abstention and waive any objection, or (ii) the project shall be continued to allow a quorum of eligible members.
- E. **Brown Act, Meeting Rules, Guidelines Take Precedence.** The ABR meetings (including, at times, meetings of the ABR Subcommittees) shall be governed by the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) with the general purpose to ensure government decision-making occurs in public.
- F. **Conflict of Interest.** Members must comply with all laws and regulations prohibiting participation by officials in making decisions for which they may have a conflict of interest under State law, in particular the Political Reform Act of 1974.
- G. **Staff Assistance.** Staff shall assist the ABR and the general public through the ABR process. Any Staff comments shall be stated at the beginning of each review.

- H. **ABR Member Attendance.** If a member cannot attend a meeting, the member is asked to contact either Staff at the earliest possible opportunity prior to the meeting date.
- I. **ABR Member Site Visits.** A site visit may be conducted to a proposed development site when additional site information is required prior to ABR comment or action on a project. Staff shall notify ABR members and the public of scheduled organized or drive-by site visits via notation on the meeting agenda.
- J. **Story Pole Requirements.** The ABR may require story pole installation by applicants to gain a better understanding of the proposed height, size, bulk and scale of a project and its relationship to the surrounding community and potential view impacts. Coordination with the Planning Commission for story pole placement and site visit is recommended. The installation shall follow the City's adopted criteria for story pole placement and installation standards.

#### 4.2 Officer Election

- A. **Chairperson.** As soon as practical following the first day of July of every year, the ABR shall elect one of its members to serve as Chairperson.
- B. **Vice-Chairperson.** Following the election of the Chairperson, the ABR shall elect a Vice-Chairperson who will conduct meetings in the absence of the Chairperson.

#### 4.3 Subcommittees/Advisory Committees

The ABR may establish one or more subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by the ABR. Any membership by an ABR member on a subcommittee or other board, commission or committee, not selected by the City Council, shall be confirmed by a majority vote of the ABR. The following are subcommittees or advisory committees to which the ABR appoints representatives.

- A. The Access Advisory Committee to Staff provides assistance and comments to the ABR on accessibility issues.
- B. Visual Arts in Public Places Committee (VAPP) is an advisory committee to which the ABR appoints a representative.
- C. The Sign Committee has one appointed member and one alternate from the ABR.





**City of Santa Barbara**  
Planning Division

**Memorandum**

**DATE:** February 23, 2006

**TO:** Single Family Design Guidelines/Neighborhood Preservation  
Ordinance Update Steering Committee

**FROM:** Heather Baker, AICP, Project Planner <sup>HB</sup>

**SUBJECT:** Changes to Architectural Board of Review Guidelines  
Since Last Steering Committee Meeting

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Throughout 27 Steering Committee meetings, Staff options for recommendations were presented to the Steering Committee. The Steering Committee responded to the options with various recommendations. However, the Steering Committee expressed concern that the adoption package as a whole would cohesively fit together, since topics were considered separately as part of sequent "Issue Papers" on different topics. Staff compiled the documents into an "Update Package" (SFDG, ABR Guidelines & Municipal Code Changes Summary). During the compilation, Staff received input from additional Community Development Staff members and received additional City Attorney input. As a result of the additional input and Staff analysis, changes were made to the Update Package for the Steering Committee's consideration.

This memo tracks the changes which Staff recommends which are different or new since previous Steering Committee recommendations were given regarding the Architectural Board of Review Guidelines. Two meetings are scheduled for the Steering Committee to review the Update Package; this memo to the Steering Committee is simply a reference tool, it isn't part of the NPO/SFDG Update Package. Steering Committee recommendations implemented with no significant changes are not listed in this memo. This Memo will not be forwarded to other review bodies with the Adoption Package.

Each topic is presented in the following general format.

**Example Topic.** General restatement of the Steering Committee's last recommendation on the topic.

Discussion or Update: Any new information or analysis which Staff has conducted which may affect the way the Staff recommends the Committee's recommendation be implemented.

Origin: The discussion where the recommendation originated, typically an issue paper option or Steering Committee discussion.

Implementation Notes: Specific location in the ABR Guidelines, Single Family Design Guidelines or Planning and Zoning Counter handouts.

## **Part 1: Architectural Design**

**Administrative Review Standards**, previously located in Part III, expanded and relocated to this Part of the Guidelines.

## **Part 2: Landscape Design**

**Landscape Plans for Terracing Projects Update.** The Steering Committee made the following motion:

"The feasibility of requiring landscape plans for terracing projects in the hillside area should be explored to:

- ensure fire hazard landscape plans are implemented
- prevent grading activities which leave large areas un-landscaped after project completion.

Discussion: Staff found that requiring landscape plans for terracing projects is feasible.

Implementation Notes: See Draft Updated ABR Design Guidelines, Part II Landscaping, Section 1.1.3.

Origin: Meeting 21, Hillside Issue Paper I Option P.

**Single Family Design Guidelines Landscaping Guidelines Incorporated.** The Landscape Design Guidelines contain many more guidelines than the existing Single Family Design Guidelines. Repeating information in documents is undesirable. Leaving only partial information regarding landscaping guidelines could disservice homeowners preparing landscape plans, as the full set of ABR Landscaping guidelines is valuable to review.

Implementation Notes: To avoid redundancy and ensure applicants receive complete landscaping guideline information, the landscape guidelines were cut from the Single Family Design Guidelines. The few guidelines which had been unique to the Single Family Design Guidelines were incorporated into the ABR Landscape Guidelines.

Origin: Staff recommendation.

### **Part 3: Meeting Procedures**

**Licensing Advisory Added.** The licensing advisory currently found on each ABR agenda has been added into the ABR Guidelines.

Implementation Notes: ABR Guidelines, Part 3, Section 2 General Information and Procedures section.

Origin: Staff.

**Site Visits.** Staff should further consider when site visits would occur for Administrative Review projects and create internal guidelines to follow on this topic. For example, projects which involve grading or fences which span large properties or located on sloped properties (such as properties over 15%) might warrant site visits.

Implementation Notes: This work will be completed by Staff later this year as part of the implementation of the overall SFDG/NPO Update.

Origin: Issue Paper I, Recommendation 3.

**Vacant Lot Pre-Application Review.** Require the first concept review for new single family homes proposed on Hillside Design District vacant lots to submit a “site constraints analysis”. The site constraints analysis would consist of a detailed site plan showing existing conditions. No building plans would be reviewed at this stage to ensure review body objectivity in preferred development location discussions.

Update: The Steering Committee originally recommended a “Pre-Application concept review”. The ABR Guidelines already contain a provision for a Concept Review” (ABR Guidelines Part III Meeting Procedures, 2.4 Review Levels, A.). It appears that rather than add another complicating step in the process, a “pre-application”, the constraints analysis could simply be submitted without building plans under the classification of a Concept review.

Implementation Notes: ABR Guidelines Part III Meeting Procedures, 2.4 Review Levels, A. Concept Review, Item 6 and 2.4.D. Final Review Item 6.

Origin: Issue Paper I Option T.